



Notice of Intent to Home School Form

The Home School Office has worked closely with the Division of Research & Technology to create an online form where parents can securely submit their notice of intent to home school their child(ren) to the district in which they currently reside. Each district will have a designee who will access the administrator side of the submitted forms to approve and/or update applications as they are received. This designee will receive email notification each time an application is submitted by a parent in the designee's district.

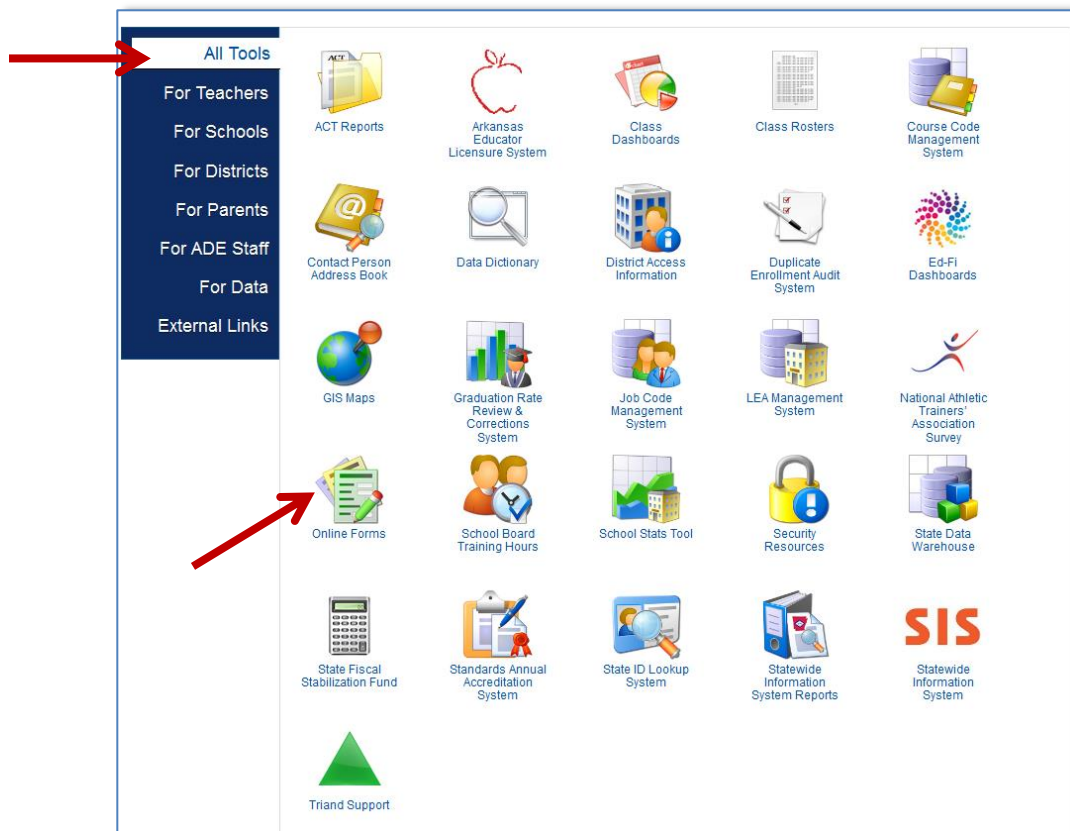
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Accessing the Form

To access the form, go to <https://adedata.arkansas.gov/>. You will click on the "All Tools" link on the left side of the screen. Then click the "Online Forms" icon:



You will sign in with your Triand username (email address) and password:



**ARKANSAS
DEPARTMENT
OF EDUCATION**

Welcome to ADE Online Forms

Login using your Triand Account

Email:

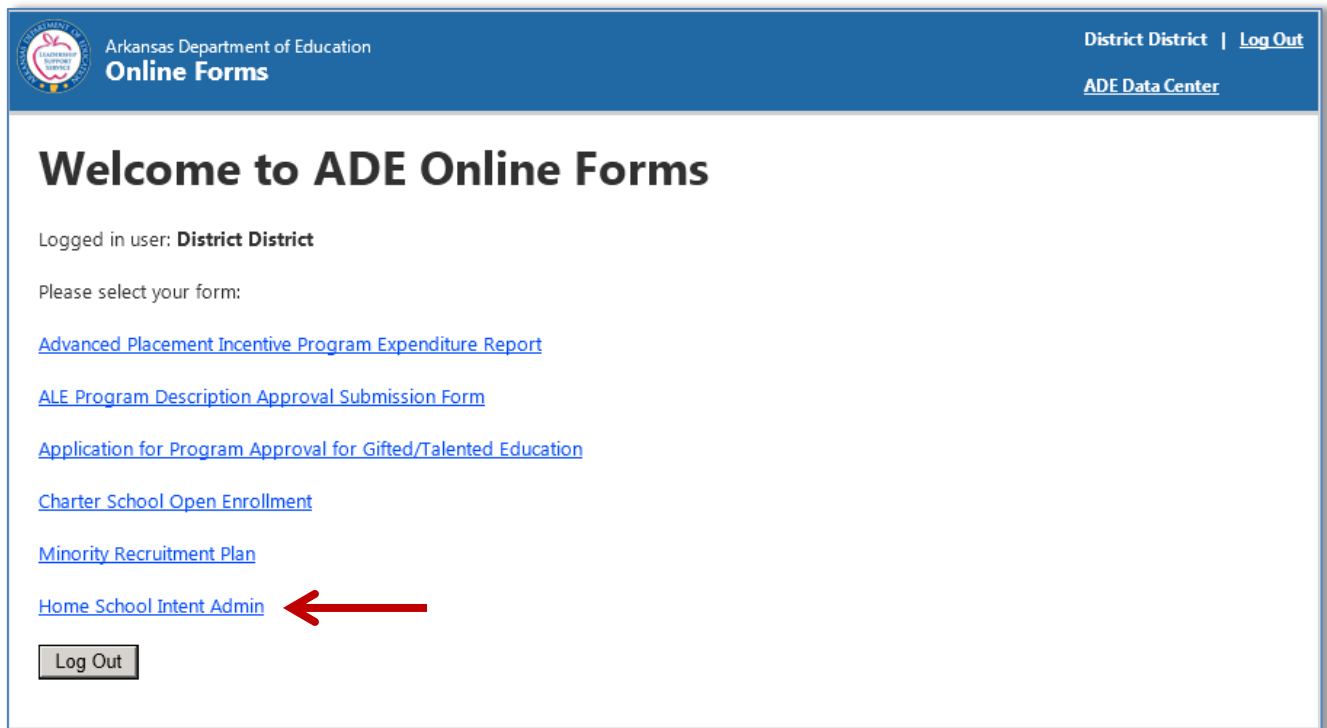
Password:

[Forgot your Triand login?](#)

[Don't have a Triand account? Sign up for free!](#)




You will be taken to the ADE Online Forms - Admin Page. From here select the Home School Intent Admin form:

The screenshot shows the ADE Online Forms Admin Page. At the top, there is a blue header bar. On the left side of the header is the Arkansas Department of Education logo. In the center of the header, it says "Arkansas Department of Education" and "Online Forms". On the right side of the header, it says "District District | Log Out" and "ADE Data Center". Below the header, the main content area has a white background. It starts with the heading "Welcome to ADE Online Forms". Below this, it says "Logged in user: District District". Then, it says "Please select your form:". Below this, there is a list of links: "Advanced Placement Incentive Program Expenditure Report", "ALE Program Description Approval Submission Form", "Application for Program Approval for Gifted/Talented Education", "Charter School Open Enrollment", "Minority Recruitment Plan", and "Home School Intent Admin". A red arrow points to the "Home School Intent Admin" link. At the bottom left of the main content area, there is a "Log Out" button.



Home School District Administration (Admin Tab)

Arkansas Department of Education
ONLINE FORMS

Welcome HomeSchoolDistrictAdmin! [[Log Out](#)]

Forms Account **Admin** Reports Help

HOME SCHOOL DISTRICT ADMINISTRATION

Please [click here](#) for help on district administration procedures.

Applications

[Add New Application](#) | [Reports](#)

Actions	Id	School Year	LEA	District	Begin Date	Parent/Guardian 1	Parent/Guardian 2	Status	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
View	Students	Update	4	2012-2013	7203000	FAYETTEVILLE SCHOOL DISTRICT	1/13/2013	Patrick Davis	Pending

[1](#) Page size: 10

No Records Found

Students on Application

Actions	Active	Enrolled	First Name	Middle Name	Last Name	DOB
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[1](#) Page size: 10

No Records Found

0 items in 1 pages

Student History

Student Action	Action Date	Reason	Created User	Created Time

[1](#) Page size: 10

No Records Found

0 items in 1 pages

Here, you will see all Notices of Intent that have been submitted by a parent to your district. You can sort by any of the column headings or filter by using the search boxes.



You can view the saved PDF application, view the students on the application and their history, and update the status of the application.

Actions
View Students Update



Changing the Status of an Application

To change the status of an application, click "Update". The application will load, and you will use the "Save" and "Next" buttons to save any changes, as well as navigate through the document:

NOTICE OF INTENT TO HOME SCHOOL

ARKANSAS DEPARTMENT OF EDUCATION-HOME SCHOOL OFFICE (501) 682-1874
<http://www.arkansased.org/divisions/learning-services/home-schools>

FILE FORMS EVERY YEAR : PART A AND B must be returned to the superintendent's office EACH YEAR no later than August 15, or by December 15 to begin home schooling the second semester, or during the year with a 14-calendar day waiting period. **Only** the superintendent or local School Board has the authority to waive the 14-day waiting period. **Please retain a copy of the completed form for your files.**

TESTING: State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2013. Please check the Home School Testing website for more information at <http://www.arkhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

PART A

School District:
BALD KNOB SCHOOL DISTRICT ☐ I don't know

County: WHITE

Superintendent: ROBERT WILLIAMS

Home School Start Date: 2/10/2013 ☐ [Help me choose](#)

Parent/Guardian 1 Information

☒ Parent ☐ Guardian

First Name:
John

Middle Name:
E

Last Name:
Smith

Address ☐ Same as Parent/Guardian 2

Address:
123 Street

City:
Little Rock

Parent/Guardian 2 Information

☐ Parent ☐ Guardian

First Name:

Middle Name:

Last Name:

Address ☐ Same as Parent/Guardian 1

Address:

City:

Back	Save	Next
------	------	------



From the Application Summary page, you will select a status for the application from the drop-down menu:

The screenshot shows the "Arkansas Department of Education ONLINE FORMS" interface. At the top, there is a blue header with the department's logo, the text "Arkansas Department of Education ONLINE FORMS", and a welcome message "Welcome HomeSchoolDistrictAdmin! [Log Out]". Below the header is a navigation bar with buttons for "Forms", "Account", "Admin", "Reports", and "Help". The main content area is titled "APPLICATION SUMMARY" and displays "Application ID: 4" and "School Year: 2012-2013". Under the "Status:" label, there is a drop-down menu currently showing "Select a Status". The menu is open, revealing the following options: "Select a Status", "A - Approved", "AC - Approved with Comments", "N - Not Approved", "P - Pending", "R - Ready for ADE Review", and "UR - Under Review".

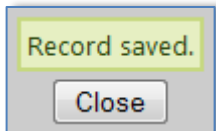
You will also be able to add district comments to the application:

The screenshot shows the "District Comments:" section. It features a text input area with the word "sample" entered. Below the input area is a large, empty rectangular box for additional comments.

NOTE: By selecting "Ready for ADE Review", you are indicating to the Home School Office that the application is complete and ready for their approval.



Once you save the status and any comments by clicking the "Save" button, you will be notified that the record saved:



To view student history, click on "Students" from the "Actions" column, and the students on the application will appear:

HOME SCHOOL DISTRICT ADMINISTRATION

Applications

[Add New Application](#) | [Reports](#)

Actions	Id	School Year	LEA	District	Begin Date	Parent/Guardian 1	Parent/Guardian 2	Status
View Students Update	4	2012-2013	7203000	FAYETTEVILLE SCHOOL DISTRICT	1/13/2013	Patrick Davis		Pending

Page size: 10

Click "History" to view the enrollment/withdrawal history of a student:

Students on Application

Actions	Active	Enrolled	First Name	Middle Name	Last Name	DOB
History	Yes	Yes	Maeghan	Emery	Davis	3/4/2006

Page size: 10

1 items in 1 pages

Student History

Student Action	Action Date	Reason	Created User	Created Time
Add	4/4/2013		HomeSchoolOfficeAdmin	4/4/2013 3:54:18 PM
Enroll	5/1/2013		HomeSchoolOfficeAdmin	5/1/2013 1:30:12 PM

Page size: 10

2 items in 1 pages



Reporting

Reports are also available to the District Admin. To access the reports, click on the "Reports" tab:

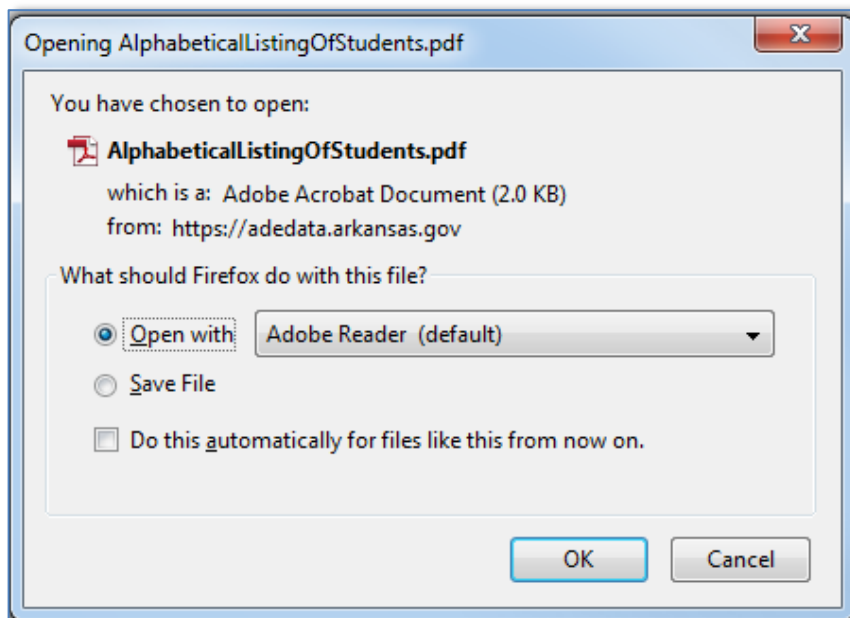
This screenshot shows the top navigation bar of the Arkansas Department of Education ONLINE FORMS interface. The navigation bar is blue and contains the following elements: the Arkansas Department of Education logo, the text "Arkansas Department of Education ONLINE FORMS", a welcome message "Welcome HomeSchoolDistrictAdmin! | [Log Out](#)", and a series of tabs: "Forms", "Account", "Admin", and "Reports". The "Reports" tab is highlighted in blue, and a red arrow points to it. Below the navigation bar, the "REPORTING" section is visible, featuring a "School Year:" dropdown menu with the text "Select a School Year" and a "Report:" dropdown menu with the text "Select a Report". A "View" button is located to the right of the "Report:" dropdown.

Reports can be filtered by school year and title:

This screenshot shows the "REPORTING" section of the interface. The "School Year:" dropdown menu is open, displaying a list of school years: "2012/13", "2013/14", and "2014/15". The "Report:" dropdown menu is also visible, with the text "Select a Report". A "View" button is located to the right of the "Report:" dropdown.This screenshot shows the "REPORTING" section of the interface. The "Report:" dropdown menu is open, displaying a list of report titles: "Alphabetical Listing of Students", "Student Count by District", "Student Count by District, Grade, and Gender", "Student Count by Grade and Gender", "Student Count by Grade Level", "Student List by LEA", and "Students Within Testing Grades 3 Thru 9". The "School Year:" dropdown menu is also visible, with the text "Select a School Year". A "View" button is located to the right of the "Report:" dropdown.



Once you make your selection, click "View" to open the PDF file of the report:

A screenshot of an Adobe Reader window displaying the PDF report. The window title is "AlphabeticalListingOfStudents.pdf - Adobe Reader". The report content is as follows:

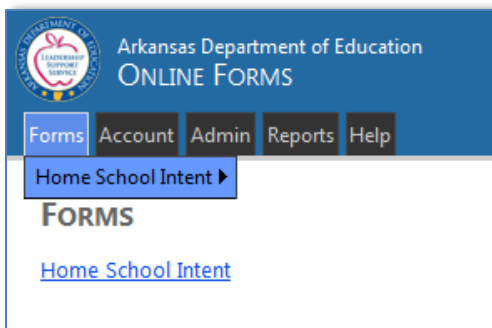
Alphabetical Listing of Home School Students
2012-2013

<i>ID No.</i>	<i>Name</i>	<i>County</i>	<i>LEA</i>	<i>Grade</i>
23	Davis, Maeghan Emery	WASHINGTON	7203000	1



Applications (Forms Tab)

You can access the application area by clicking on the "Home School Intent" link under the "Forms" tab:



This is where you could assist a family in entering a new application; however, keep in mind that best practice would be to have the family log in/register in order for their applications to show under their own account and not as being entered by you:

The screenshot shows the "HOME SCHOOL INTENT" page. It includes a navigation bar with "Forms", "Account", "Admin", "Reports", and "Help". The "Forms" tab is selected. The page content includes a "HOME SCHOOL INTENT" heading, a paragraph about adding new applications, and two tables: "Applications" and "Students on Application". Both tables show "No Records Found" and "0 items in 1 pages".

HOME SCHOOL INTENT

Click "Add New Application" below to begin filling out your Notice of Intent to Home School application. Please [click here](#) to view a tutorial for more information.

Applications

Actions	Id	School Year	District	County	Begin Date	Status	Entered Date
No Records Found							

Page size: 10 0 items in 1 pages

Students on Application

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
No Records Found					

Page size: 10 0 items in 1 pages

NOTE: The Home School Intent form from the Forms tab appears to you just as it does to a parent/guardian completing the application.



To add a new Application, click the "Add New Application" link:

[Add New Application](#)

You will be directed to the Notice of Intent to Home School:

The screenshot shows the "Arkansas Department of Education ONLINE FORMS" page. The header is blue with the department's logo on the left and a welcome message "Welcome HomeSchoolDistrictAdmin! [Log Out]" on the right. Below the header is a navigation bar with links: Forms, Account, Admin, Reports, and Help. The main content area is white and titled "NOTICE OF INTENT TO HOME SCHOOL". It includes the contact information for the Arkansas Department of Education-Home School Office (501) 682-1874 and a link to the home schools page. There are two paragraphs of text in red, one about filing forms every year and one about testing requirements. Below this is a section titled "PLEASE FILL OUT THE FOLLOWING INFORMATION:" followed by "PART A". The form fields include "School District:" with a dropdown menu and a checkbox for "I don't know", "County:", "Superintendent:", and "Home School Start Date:" with a calendar icon and a link to "Help me choose".

To begin, you will select the district in which the student resides. The county and superintendent information will populate based on your selection.

Next, you will choose the start date.

Once you have completed the required parent/guardian information click "Save" and/or "Next" to move to the next page of the application:

[Back](#)

[Save](#)

[Next](#)



"Save" can be clicked if you wish to save your changes and come back to complete the form at a later time. "Next" can be clicked to move forward through the application, with changes still being saved.

You will then enter the information for the child(ren) on the application.

After completing all of the required fields, click the "Add" button. You will repeat these steps for each child you are including on the intent form. Once all students are added, click "Next" to continue.

Add New Student

First Name:

Give Full Legal Name

Middle Name:

Last Name:

Date of Birth:

Sex:
☐ Male ☐ Female

Grade Level Completed Last School Year:
Please select a grade level

Grade level student is in this year:
Please select a grade level

Students in grades 3 through 9 MUST TEST (Testing - April 2014)

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator: ☐

Type of School Last Attended:
Please select a school type

Name of School Last Attended:

Plan to obtain GED: ☐

Student is special needs: ☐

Student has an IEP on file: ☐ IEP-Individualized Education Program

After completing all of a student's information, click the **Add** button. Repeat these steps for each child you are including in this intent form. Click **Next** to continue once all students are added.

Add

NOTE: Once a student has been added to an application, you will have the option to add the student(s) to future applications.



Enter the information regarding the curriculum and class schedule provided on the application:

Curriculum (Required)

Give a brief description of the basic core curriculum to be used and include a list of the subjects to be taught.

Class Schedule

Describe the schedule planned for your home school. (Include the hours per day, days per week, number of weeks)

[Back](#)[Next](#)



Once added, click "Next" to continue to the Home School Waiver Form.

NOTICE OF INTENT TO HOME SCHOOL

HOME SCHOOL WAIVER FORM

Arkansas Code Annotated § 6-15-503, as amended by Act 1117 of 1999, requires that parents and guardians who wish to home school their children, sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parent or guardian chooses to home school.

By my clicking the checkbox, I hereby certify and agree as follows: ☐

1. I am the parent or legal guardian of the child(ren) listed below.
2. I have fully read and understand the terms of this waiver
3. As of the date I sign this waiver, I hereby acknowledge that the State of Arkansas is not liable for the education of the child(ren) listed below during the time I choose to home school the child(ren).

Parent/Guardian 1 Name: John Doe

Parent/Guardian 2 Name:

Students

First Name	Middle Name	Last Name	DOB
Jane		Doe	4/28/2001

⏪

⏩

1

⏪

⏩

Page size: 10

1 items in 1 pages

Phone Number:

Back

Submit

Click the checkbox to electronically sign the waiver if all information shown is correct. If you need to update/correct any information before signing, use the "Back" button to return to previous pages.

Finally, enter the applicant's phone number in the box provided and click "Submit".



From the application area, you can view all applications that you have entered as an admin:

HOME SCHOOL INTENT

Applications

[Add New Application](#)

Actions	School Year	District	County	Begin Date	Status	Entered Date
View Students	2012-2013	BALD KNOB SCHOOL DISTRICT	WHITE	2/10/2013	Under Review	4/9/2013
View Students	2012-2013	BRINKLEY SCHOOL DISTRICT	MONROE	8/26/2012	Approved	4/4/2013
View Students	2012-2013	FAYETTEVILLE SCHOOL DISTRICT	WASHINGTON	1/13/2013	Pending	4/5/2013



Page size: 10

3 items in 1 pages

Students on Application

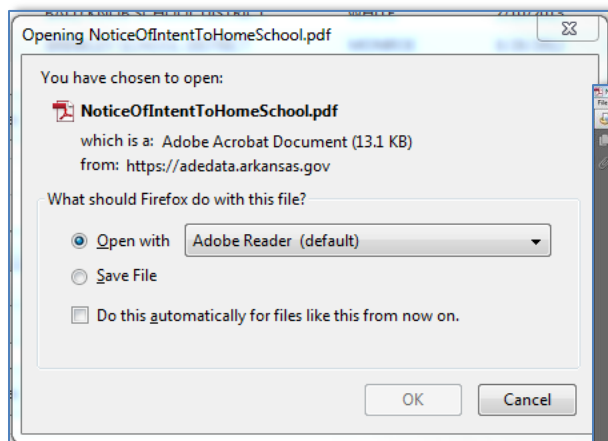
[Student Maintenance](#)

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
No Records Found					

Page size: 10

0 items in 1 pages

You can view the application to save or print as needed:





Student Maintenance

From the Student Maintenance section, you can update any student information for the students you have added:

Forms Account Admin Reports Help

Home School Intent ▶ Student Maintenance ←

Students on Application

← Student Maintenance

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
No Records Found					

Page size: 10 0 items in 1 pages

Arkansas Department of Education
ONLINE FORMS

Welcome HomeSchoolDistrictAdmin! | [Log Out](#)

Forms Account Admin Reports Help

STUDENT MAINTENANCE

Use this screen to update information regarding your child(ren). The information found on this screen will be used when selecting students to put on an application. Please see the tutorial in the Help section for more information.

Students


Actions	First Name	Middle Name	Last Name	DOB	Sex	Exempt	Plan to Obtain GED	Special Needs	Has IEP
Update	Joe	E	Smith	4/4/2005	M	No	No	Yes	Yes
Update	Emily		Smith	4/4/2006	F	Yes	No	No	No
Update	Maeghan	Emery	Davis	3/4/2006	F	No	No	No	No
Update	Kid	Rock	Gross	4/29/1995	M	No	No	No	No

Page size: 10 4 items in 1 pages

☒ **Update Student**




Click "Update" for the student whose information you wish to change:

 Update Student

First Name: **Give Full Legal Name**

Middle Name:

Last Name:

Date of Birth: 


Sex:
 ☒ Male ☐ Female

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator: ☐

Plan to obtain GED: ☐

Student is special needs: ☒

Student has an IEP on file: ☒ [IEP-Individualized Education Program](#)



Make any necessary changes, and click the "Update" button to save or "Cancel" to void.

NOTE: Any changes made here will not be reflected on a particular application. The information found on this screen is what will be shown on the "Student Information" screen when you are selecting previously entered students on a new application.



From the application area, you can also “Enroll” and “Withdraw” students that you have entered by clicking on “Students” under “Actions”:

Applications

[Add New Application](#)

Actions	School Year	District	County	Begin Date	Status	Entered Date
View Students	2012-2013	BALD KNOB SCHOOL DISTRICT	WHITE	2/10/2013	Under Review	4/9/2013
View Students	2012-2013	BRINKLEY SCHOOL DISTRICT	MONROE	8/26/2012	Approved	4/4/2013
View Students	2012-2013	FAYETTEVILLE SCHOOL DISTRICT	WASHINGTON	1/13/2013	Pending	4/5/2013

Page size: 10 3 items in 1 pages

You will then see the students on that specific application and have the ability to enroll or withdraw by clicking on the “Action” shown:

Students on Application

[Student Maintenance](#)

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
Enroll	No	Emily		Smith	4/4/2006
Enroll	No	Joe	E	Smith	4/4/2005

Page size: 10 2 items in 1 pages

Students on Application

[Student Maintenance](#)

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
Withdraw	Yes	Joe	E	Smith	4/4/2005

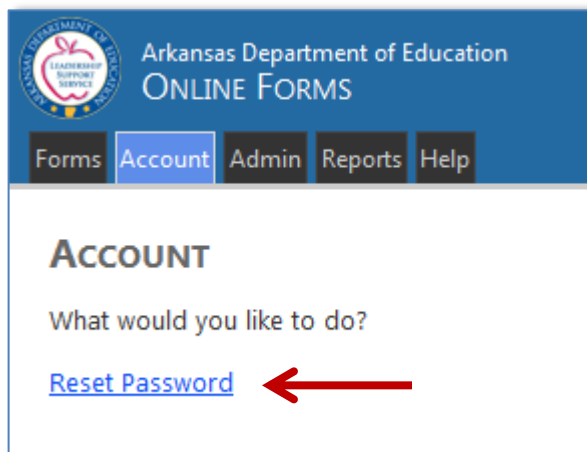
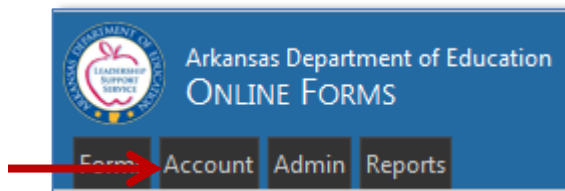
Page size: 10 1 items in 1 pages

This triggers an email to the district designee and the Home School Office that a student is ready to enroll or withdraw, just as if a parent was completing the application.



Account Management (Account Tab)

From the "Account" tab, you can also reset a password for another user provided you have the individual's username or email address.



Click on the Reset Password link.



RESET PASSWORD

Use the form below to reset your password.

Please select a method to reset your account password:

☒ Username

☐ E-mail

* required

Verify

Please answer the following security question in order to reset your password:

What is your mother's maiden name?

Reset Password

Cancel

Enter the username or email for the person requiring a reset. Click "Verify". You can ignore the security question and click "Reset Password". An email will be sent to the user with a new password.

RESET PASSWORD

Your password has been reset. You should receive an e-mail shortly providing you with a new password. It is recommended you change your password the next time you login.

Return to [Log In](#) page.